

(3) Ensure continuous liaison with the DoD MILSCAP System Administrator and other DoD Components and participating organizations .

(4) Evaluate all suggested changes to MILSCAP that originate within the DoD Component or participating organization. Beneficial suggestions shall be evaluated initially by the focal point.

(a) If a suggestion is received by the DoD MILSCAP System Administrator directly for evaluation, it shall be forwarded to the appropriate DoD Component or participating organization focal point for review and evaluation.

(b) If the suggestion is considered worthy of adoption, the focal point shall submit a change proposal to the DoD MILSCAP System Administrator, stipulating specific narrative changes to the manual.

(c) Such proposed changes shall be coordinated in the normal manner with awards determined by the focal point in accordance with current procedures.

(5) Submit revision proposals to the DoD MILSCAP System Administrator with justification and expected benefits.

(6) Develop and submit to the DoD MILSCAP System Administrator a single, coordinated DoD Component position on all system revision proposals within the time limit specified by the DoD MILSCAP System Administrator.

(7) Participate in system staff assistance visits in coordination with the DoD MILSCAP System Administrator.

b. Implement approved systems and revisions thereto and provide the DoD MILSCAP System Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within 15 workdays after 1 May and 1 November and shall begin with the publication of the approved system change .

c. Accomplish internal training to ensure timely and effective implementation and continued operation of MILSCAP. In addition, furnish copies of initial training instructions concerning MILSCAP to the DoD MILSCAP System Administrator.

d. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

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e. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the DoD MILSCAP System Administrator.

f. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by the DLSS.

g. Provide the Defense Logistics Agency (DLA) with an open rider requisition using Standard Form (SF) 1, "Printing and Binding Requisition, " and bulk distribution lists to cover all printed changes to this manual. The SF 1 will be sent to:

ATTN DLA DAPS CUSTOMER SERVICE REPRESENTATIVE —
8725 JOHN J KINGMAN ROAD ROOM 1560
FORT BELVOIR VA 22060-6221

Fax number is (703) 767-5078

h. Ensure that operating activities supporting MILSCAP functions comply with this manual.

i. Furnish to the DoD MILSCAP System Administrator copies of supplemental and internal procedures, and changes thereto, relating to the operation of MILSCAP.

j. Report to the DoD MILSCAP System Administrator violations and deviations that arise during system operations.

F. FOCAL POINT COMMITTEE

1. Organization and Management. The MILSCAP Focal Point Committee shall:

a. Consist of representatives from the DoD Components and other participating organizations for MILSCAP.

b. Be chaired by the DoD MILSCAP System Administrator.

c. Meet at least quarterly. Minutes of these meetings shall be distributed by the DoD MILSCAP System Administrator within **30** days.

2. Functions. The MILSCAP committee shall participate in the development, implementation, and maintenance of MILSCAP.

3. Focal Points . The following have been designated as the office of primary responsibility or focal point for MILSCAP matters within the following organizations (DSN is the Defense Switched Network) :

Army	COMMANDER US ARMY MATERIEL COMMAND ATTN AMCAQ-I 5001 EISENHOWER AVENUE ALEXANDRIA VA 22333-0001 (DSN 767-8347)
Navy	COMMANDING OFFICER FITTING OUT AND SUPPLY SUPPORT ASSISTANCE CENTER (FOSSAC) SYSTEMS TRAINING DEPARTMENT ATTN 07A-A3 PO BOX 15129 NORFOLK VA 23511-0129 (DSN 564-4426 x732)
Air Force	PRICING AND CONTRACT ADMINISTRATION DIVISION ATTN SAF/AQCP THE PENTAGON ROOM 4C251 WASHINGTON DC 20330-5040 (DSN 225-4982)
Marine Corps	COMMANDANT OF THE MARINE CORPS ATTN HQMC!-LBO 3033 WILSON BOULEVARD ARLINGTON VA 22201-3843 (DSN 226-1018)
DFAS	DEPUTY DIRECTOR FOR POLICY DEFENSE FINANCE AND ACCOUNTING SERVICE ATTN DFAS-FCC ROOM 10B220 WASHINGTON DC 20376-5001 (DSN 227-0811)
DLA	ATTN MMPRS DEFENSE LOGISTICS AGENCY ACQUISITION PROCUREMENT SYSTEMS TEAM 8725 JOHN J KINGMAN ROAD SUITE 3135 FORT BELVOIR VA 22060-6221 (DSN 427-1438)

4. DoD Components other than those shown in paragraph 3 should . . .
contact the DoD MILSCAP System Administrator:

ATTN : DLMSO
DEFENSE LOGISTICS MANAGEMENT
STANDARDS OFFICE
8725 JOHN J KINGMAN ROAD SUITE 2533
FORT BELVOIR VA 22060-6221
(DSN 427-6112)

G. PUBLICATION OF THE MANUAL

1. Organization and Numbering

a. In addition to the front matter (Foreword, Table of Contents, Acronyms and **Abbreviations**, etc.) , the manual is organized into chapters and appendices .

b. Each chapter is divided into sections and, where necessary, into paragraphs and subparagraphs. Sections are indicated by capital letters, paragraphs by numbers. Subdivisions of paragraphs are indicated by lower case letters, by numbers in parentheses, by lower case letters in parentheses, by numbers in brackets, and by lower case letters in brackets, in that order; for example:

Chapter 1

A. Section

3. Paragraph

a. Subparagraph

(1) Subparagraph

(a) Subparagraph

{1} Subparagraph

{a} Subparagraph

3. AMCLS . These will be numbered consecutively and are provided to formally notify system participants of approved changes. AMCLS may also be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The DoD MILSCAP System Administrator will distribute copies of AMCLS to the MILSCAP Focal Points.

4. Implementation. DoD policy (see section D., above) requires full implementation of MILSCAP. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The DoD MILSCAP System Administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the DPP for resolution.

J. SUPPLEMENTAL PROCEDURES

Supplemental procedures issued by DoD Components are authorized when additional detailed instructions are required. The following publications supplement the provisions of this manual within the DoD Components and participating Agencies.

1. Army:
 - a. Commodity Command Standard System Operating Instructions (CCSSOI) 715-100, Volumes 2 and 4.
 - b. CCSSOI 18-1-48 (MILSCAP File Guide) .
 - c. Automated Data System Manual (ADSM) 18-R19JCI-ZZZ-UN-01.
2. Navy. No implementing procedures or instructions.
3. Air Force. To be determined.
4. DLA :
 - a. DLAM 4140.2, Volume III, Supply Operations Manual, Defense Depot Transportation and Supply Procedures (for mechanization of warehouse and shipment processing (MOWASP) system) .
 - b. DLAM 4715.1, Standard Automated Materiel Management System (SAMMS), Manual of Operating Procedures for the Contracting Subsystem.

c. DLAM **8000.3**, Mechanization of Contract Administration Services (MOCAS) Users Manual for Contract Administration.

K. QUARTERLY STATUS REVIEW

The DoD MILSCAP System Administrator will disseminate the Quarterly Status Review required (see paragraph E.3.f., above) by DoD Directive 4140.1 (reference (a)) within 2 weeks of the close of the quarter. The review will be in two parts; one for open proposals in process and another for approved changes which have not been implemented.

L. SEMIANNUAL IMPLEMENTATION STATUS REPORT (RCS : **DD-A&T(Q&SA) 1419**)

1. Purpose and Report Control Symbol (RCS) . **The Defense Logistics Management System (DLMS) Manual, DoD 4000.25-M (reference (b)), volume I**, requires the DoD MILSCAP System Administrator to ensure uniform implementation of the Directive by securing from DoD Components and participating Agencies, on a semiannual basis, status information concerning implementation of approved MILSCAP revisions. The reporting requirement ends after a status of "fully implemented" throughout the Component is provided. The purpose is to identify and resolve problems prior to the effective date of the AMCL. The Directive assigned RCS: DD-A&T(Q&SA)1419 as the report control symbol.

2. Report Form. The report must provide, at a minimum, the following information:

- a. Title - Semiannual Implementation Status Report.
- b. Report Control Symbol - RCS: DD-A&T(Q&SA) 1419.
- c. As of Date - 1 May or 1 November.
- d. Approved MILSCAP Change Number.
- e. Effective Date - As indicated on the AMCL.

3. Due Date. The report must be forwarded to the Director, Defense Logistics Management Standards Office, ATTN: DLMSO, to arrive within 15 working days of the "as of" date of the report-